



# **MONITORING AND MEASUREMENT**

## **STANDARD ENVIRONMENTAL OPERATING PROCEDURE**

### **RDD-SEOP 4.5.1**

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**REFUSE**  
**DISPOSAL**  
**DIVISION**

## **1.0 PURPOSE AND SCOPE**

1.1 This procedure describes the process for the scheduled monitoring and measurement of key characteristics of the Refuse Disposal Division's (RDD) operations and activities that can have significant environmental impacts and/or regulatory compliance consequences.

1.2 This procedure addresses the tracking of environmental data (including progress in achieving objectives and targets) and, through internal audits, periodically evaluating the Division's compliance with applicable laws and regulations.

## **2.0 DEFINITIONS**

***Environmental Key Characteristics*** - an element of an operation or activity that includes a measurement or an inspection process which supports the evaluation of environmental performance (including progress in achieving objectives and targets).

***Monitoring*** - a systematic process of checking, observing, inspecting, regulating or otherwise controlling key parameters and characteristics of the RDD's management activities to determine conformance with a specific standard or other performance requirement, or to measure progress toward its environmental objectives and targets.

***Measurement*** - a systematic method for estimating, testing, or otherwise evaluating key parameters and characteristics of a department's management activities to determine conformance with a specific standard and/or other performance requirements.

## **3.0 RESPONSIBILITY AND AUTHORITY**

3.1 **Environmental Management Representative** - The EMR is responsible for maintaining the Environmental Management Program (EMP) updates and posting the results throughout the Division. These monthly updates describe the status of the objectives and targets associated with the EMP.

3.2 **Section Managers** – Section Managers are responsible for reporting environmental monitoring and measurement data associated with meeting the objectives and targets within their section. Section Managers are required to submit this data to the EMR to facilitate the monthly EMP updates.

3.3 **Deputy Director-RDD** - shall review the EMP updates, as part of the management review process, to assure continuing suitability and effectiveness of the EMS.

## 4.0 PROCEDURE

- 4.1 EMP progress reports shall be established for each area in which objectives and targets are set and shall be updated on a monthly basis.
  - 4.1.1 Section Managers will submit the required EMP data to the EMR who will update the EMP reports and post them on the RDD's EMS web site at [http://genesis.sannet.gov/esd\\_ems/index.jsp](http://genesis.sannet.gov/esd_ems/index.jsp) under "Environmental Management Plan/EMP".
  - 4.1.2 In addition EMP updates will be posted throughout the Division for quick reference of performance indicators for meeting RDD's objectives and targets.
- 4.2 Monitoring and measurement associated with meeting regulatory compliance requirements will be determined by the regulatory agency issuing the permit and managed by the respective Section Manager. Performance will be based on the results of regulatory site inspections.
  - 4.2.1 A quarterly regulatory compliance report will be generated to provide compliance status of environmental operating permits issued by environmental regulatory agencies. This report will summarize the results of all regulatory agency visits throughout the quarter. At a minimum, the three Local Enforcement Agency (LEA) visits will be compiled in this report.
- 4.3 Environmental performance data is to be maintained in such a manner as to allow the evaluation of progress toward realizing environmental objectives and targets, regulatory compliance and as a means of measuring the effectiveness of the Division's EMS.

## 5.0 REFERENCES

EMS Manual Section: 4.5.1 "Monitoring and Measurement"  
RDD SEOP 4.3.3 "Environmental Objectives and Targets"  
RDD SEOP 4.3.4 "Environmental Management Programs"  
RDD SEOP 4.5.1.2 "Regulatory Compliance"

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